

CITY OF ABILENE RECREATION DIVISION

After School Policies

2022 – 2023

Dear Parents/Guardians,

Welcome to the City of Abilene Recreation Division After School Program. We are honored you have chosen us to provide a fun, safe and enjoyable experience for your child. We employ caring, energetic, and qualified leaders who are well trained and are positive role models for your child. Our staff has several years of experience working with children, receiving additional in-house training and certification in First Aid, CPR, and AED. Our program is structured and well supervised with activities that include arts and crafts, games, sports activities, special events, homework time and much more! These programs provide an enriching and unique learning experience in a fun atmosphere for children. These policies will familiarize you with our procedures and help answer any questions you might have. This handbook contains important after school information that relates to both the child and the parent. Please be sure to read this handbook with your child. We welcome your input and encourage you to contact us any time with your questions by emailing us at parksandrec@abilenetx.gov or asking a staff member at the facilities. We are looking forward to a great year with your child!

Sincerely,

Abilene Recreation Division Staff



Key Points to Remember - (Quick Guide)

- If a child leaves the facility without permission from the staff they will be removed from the program.
- Any child not picked up by 6pm will result in the following discipline procedures:
 - First offense is a verbal warning.
 - Second offense is a written warning.
 - Third offense is a one day suspension.
 - Fourth offense is one week suspension.
 - Finally, the fifth offense will result in removal from the program.
- If any child is not picked up by 6:30pm, staff will make every effort to contact the parents/guardians; if unsuccessful, the Abilene Police Department and/or Child Protective Services will be contacted.
- Children not wearing tennis shoes will be held out of activities. If improper footwear continues, children will face suspension and/or may be released from the program.
- Failing to scan in and out correctly may result in removal from the program. Whoever is responsible for picking up their child MUST scan their child out.
- Children will not be able to walk home! Parents or approved person(s) must come into the facility and scan the child out each day.
- Missing 8 consecutive days without notifying the staff will result in removal from the program.
- The City of Abilene Recreation Division has a Zero Tolerance policy with weapons and/or threats. Any behavior that is deemed malicious, threatening, or violent or results in property or equipment damage and/or injury will result in immediate release from the program



Registration

Registration starts July 18th and is available online at www.abilenetx.gov/signup. In person registration is available at the Parks and Recreation Office at 633 Walnut between 8am to 5pm Monday through Friday.

Online Registration Steps:

- Visit www.abilenetx.gov/signup
- Search for After School Programs. Select the desired location.
- Create an account (if necessary)
- Add to cart



Transportation

City of Abilene does not provide transportation. AISD provides transportation from select schools. Craig & Purcell sites drop off at Cobb and G.V. Daniels Recreation Centers. Taylor and Thomas sites drop off at G.V. Daniels Recreation Center. Austin & Bowie sites drop off at Rose Recreation Center. Ortiz Elementary drops off at Chavez Recreation Center.

Key Dates

Program will not meet on the following dates:

- September 5, 2022
- October 7, 2022
- October 10, 2022
- November 11, 2022
- November 21-25, 2022
- December 22-30, 2022
- January 2-6, 2023
- January 16, 2023
- February 20, 2023
- March 13-17, 2023
- April 7, 2023
- April 10, 2023

The program ends May 25, 2023.

If AISD is closed for the day, our program will be cancelled. We will meet on days in which school is released early and days in which school has a delayed start.



General Information

The After School Program runs from the end of school until 6pm. Elementary schools are released at 3:15pm and Secondary schools release at 3:45pm daily. The program will meet on early release dates beginning at 1pm. The program does not take place on AISD in-service days or school/City holidays. A snack will be provided each day.

Suspected Child Abuse

If any staff member suspects child abuse they must make a report directly to: 1-800-252-5400 or www.txabusehotline.org

Age Ranges

The program is open to youth ages 6 to ages 13. Participants cannot attend prior to age 6 or after 13.

Required Forms

Completed waiver/release form is required in order for participants to take part in After School Program activities.

Attendance

If children are unable to attend, please notify the staff at that facility no later than 1pm. City of Abilene staff is not responsible for any child that refuses to come into the facility or leaves the facility without following the proper check out procedure.

Children missing 8 consecutive days without notification from the parents will be removed from the program.

Check In/Out Policy

Children will be scanned each day with a card. Parents will be provided with 2 cards per child. Parents must come into the facility and check out their child with the cards. Please distribute cards to those individuals authorized to pick up your child. Without a card, children will not be released. Failure to routinely follow the check in and out policy will result in permanent suspension from the program.

Tennis Shoes

Children will be required to wear tennis shoes each day. Children not wearing tennis shoes will be held out of activities. Failure to routinely comply with policies may result in permanent suspension from the program. This is for the safety of the children.

Cell Phone Use

Cell phones may be brought to the program, but must remain off or silent and completely out of view on-site for the entire duration of the After School Program. Any phone in view and on-site will be confiscated and securely held until the end of day, at which point it can be collected by the parent/guardian at pick up. Repeat offenders will be penalized in line with our existing discipline policy.

Code of Conduct

Children are not to leave the program without permission. No child will be able to walk home from the sites. Participants and parents will be respectful to staff. Participants will respect the property and equipment. Participants must have permission from staff to use the bathroom, get drinks, etc. Improper language is prohibited. Participants must obey staff at all times. Disrespect will not be tolerated. Children must be checked out daily. Violation of any Code of Conduct or Discipline Policy could result in suspension or removal from the program.



Discipline Policy

FIGHTING: From 3 days suspension up to release from the program

BULLYING: From 3 days suspension up to release from the program

THEFT: From 3 days suspension up to release from the program

LEAVING PLAYGROUND SITE: Released from the program

IMPROPER FOOTWEAR: From verbal warning up to release from the program

ELECTRONIC DEVICES AT PLAYGROUND SITE: From verbal warning up to 1 week suspension

PHYSICAL ABUSE (Toward staff/participant): From written warning up to 1 week suspension

VERBAL ABUSE (Toward staff/participant): From written warning up to 1 week suspension

DAMAGE TO EQUIPMENT OR FACILITY: From written warning up to 1 day suspension

REFUSAL TO OBEY CENTER RULES: From written warning up to 3 day suspension

DISRUPTIVE/DISRESPECTFUL BEHAVIOR: From written warning up to 3 day suspension

Recreation Division staff will determine action taken according to the severity of the offense. An accumulation of two or more written warnings may lead to suspension. Recreation Division staff have final discretion regarding any disciplinary actions.

Contacts

Cobb Recreation Center

2302 State Street

676-6447

Coordinator: Joyce Christine Schutter

joyce.schutter@abilenetx.gov

Specialist: Ryan Rodriguez

ryan.rodriguez@abilenetx.gov

Daniels Recreation Center

541 N 8th Street

676-6443

Coordinator: vacant

Specialist: Racquel Garrett

racquel.garrett@abilenetx.gov

Rose Recreation Center

2609 S 7th Street

676-6445

Coordinator: Kaci Faulks

kaci.faulks@abilenetx.gov

Specialist: Christopher Dillard

christopher.dillard@abilenetx.gov

Chavez Recreation Center

2250 Ambler Avenue

676-6440

Coordinator: Katie Tobolt

katie.tobolt@abilenetx.gov

Specialist: Morgan Sheppard

morgan.sheppard@abilenetx.gov